

BUCKHURST HILL PARISH COUNCIL

MRS E P PETYT-START
CLERK TO THE COUNCIL
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3 March 2023

A meeting of the **FINANCE & ESTABLISHMENT COMMITTEE** will be held at **8.00 pm** on **Thursday 9 March 2023** at **Buckhurst Hill Library**, 165 Queens Road, Buckhurst Hill and you are hereby summoned to attend. Members of the public and press are invited to be present and the following business will be transacted.

Mrs E.P. Petyt-Start

Mrs Liz Petyt-Start
Clerk to the Council

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence

2. **DECLARATIONS OF INTEREST**

To receive declarations of interest from Members in any item on the agenda, in accordance with the Members' Code of Conduct.

The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room while that item is being considered

3. **MINUTES**

To approve the minutes of the meeting held on 17 November 2022, circulated, and to authorise their signing by the Chairman.

4. **PUBLIC PARTICIPATION**

To hear representations from members of the public

The maximum time allowed for this item is 15 minutes (approximately 3 minutes per speaker); at the close of this item members of the public will no longer be permitted to address the Council.

5. **CHAIRMAN'S AND CLERK'S COMMUNICATIONS**

To receive communications from the Chairman of the Committee or Clerk to the Council. Please note that no decisions can be made under this item, as that business must be specified on the agenda.

6. **FINANCE**

- I. To receive and consider a report of the Council's financial position as of 3 March 2023.
- II. To note payments and receipts for 1 November – 31 January 2023.
- III. To note estimated income for the Halls for the fourth quarter, January – March 2023, circulated.
- IV. To note the bank reconciliation reports for 1 April 2022 – 31 January 2023.

- 7. ONLINE BANKING - BANK ACCOUNT SIGNATORIES**
To finalise the signatories for the Councils bank accounts following the current account transfer to the unity trust account.
- 8. TO REVIEW THE COUNCILS FINANCIAL REGULATIONS**
To review the current financial regulations proposal and adoption at the next full council meeting.
- 9. UPDATE ON THE REVIEW OF THE MAINTENANCE COSTS OF RODING VALLEY GROUNDS MAINTENANCE**
To provide update on discussions regarding the Grounds Maintenance arrangements.
- 10. TO REVIEW THE INSURANCE QUOTE**
To consider the current insurance renewal following the 3 year completion of the policy to expire on 1 April 23. To also consider the comparison quote obtained.
- 11. REVIEW OF THE ALLOTMENT RENTS**
To review the rents for allotments as charged by Buckhurst Hill Leisure Gardens. Brought to this meeting from the November F&E meeting.
- 12. ASSET VALUATION OF THE COMMUNITY HALLS**
To discuss and agree a way forward for the valuation for the two halls.
- 13. TO REVIEW THE HALL HIRE CONTINGENCY DEPOSIT**
To review the current level of deposit the council requires for the hiring of the halls and review the neighbouring halls comparable rates.
- 14. FINANCE AND ESTABLISHMENT ITEMS OF CONCERNS**
 - (a) To note any items of concern
 - (b) To provide any items for the next agenda.

Members of the Finance & Establishment Committee
Cllr Mr M Vance (Chair), Cllr Mr G Chambers Bagshaw, Cllr Mr R Kaul, Cllr Mr S Heap
Cllr Mr D Saunders, Cllr Mr A Weinberg. Cllr Mr R Church